



United States Environmental Protection Agency  
Washington, DC 20460

## Work Assignment

Work Assignment Number  
0-10

☒ Original ☐ Amendment Number:

Contract Number  
EP-W-10-002

Contract Period  
Base ☒ Option Period Number

Title of Work Assignment  
Technical & Logistics Support for the  
Development of EJ Analytical Methods.

Contractor  
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose: ☒ Work Assignment Initiation ☐ Work Assignment Close-Out  
☐ Work Assignment Amendment ☐ Incremental Funding  
☐ Work Plan Approval

Periods of Performance

From: 08/02/10

To: 11/18/10

Comments:

☐ Superfund

### Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

### Authorized Work Assignment Ceiling

Contract Period:  
Previously Approved

Cost/Fee

LOE

This Action

Total \$0.00

1,220

### Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee \$0.00

LOE: 1,220

Work Assignment Manager Name

ONYEMAECHI C. NWEKE

(Signature)

(Date)

Branch/Mail Code 2201A

Phone Number 202-566-2314

Fax Number

Project Officer Name

CATHERINE J. TURNER

(Signature)

(Date)

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

Other Agency Official Name

Branch/Mail Code

Phone Number

Fax Number

Contracting Official Name

BRADLEY R. AUSTIN

(Signature)

(Date)

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

# Technical & Logistics Support for the Development of EJ Analytical Methods.

Contract: EP-W-18-002, Work Assignment: 2.10

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## Summary Information

Title: Technical & Logistics Support for the Development  
of EJ Analytical Methods.  
Period of Performance: From: 08/02/10  
To: 11/18/10  
Award Date:  
Total Funding:

## Procurement Management Roles

### WORK ASSIGNMENT MANAGER:

U.S. E.P.A.  
Attn: ONYEMASCHI C. NWEKE  
1200 PENNSYLVANIA AVE, NW  
WASHINGTON, DC 20460

Mail Code: 2201A  
Phone Number: 202-566-2314  
Fax Number:  
E-Mail Address: nweke.onyemaschi@epa.gov

## Attachments

### Attachment Name

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Technical & Logistics Support for the Development of EJ Analytical  
Methods

# **Technical & Logistics Support for the Development of EJ Analytical Methods**

Contract: EP-W-10-002, Work Assignment: 0-10

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## **Work Assignment SOW**

**Title:** Technical and Logistics Support for the Development of EJ Analytical Methods

**Contractor:** IEc, Inc.

**Contract No.:** EP-W-10-002

**Work Assignment Number:** 0-10

**Estimated Period of Performance:** Date of issuance to 11/18/10

**Estimated Level of Effort:** 1220 hours

**Key EPA Personnel:**

**Work Assignment COR (WA COR):**

(Onyemacchi C. Nweke)

(OECA/OEJ 2201A)

(202/566 2314)

(Fax number)

**Contract Level COR:**

**Catherine Turner**

CMG/OPEI (1805T)

202/566-0940

202/566-3001 (fax)

## **Background and Purpose:**

The purpose of this work assignment is to provide technical and logistical support to the Office of Environmental Justice (OEJ) with the development and implementation of innovative approaches to incorporating environmental justice/equity considerations into decision making; and the identification and implementation of innovative approaches to addressing recommendations on how to achieve environmental justice.

OEJ's current efforts include exploring innovative applications of a variety of analytical methods and approaches for the purpose of enhancing the assessment of disproportionate environmental impacts, and regulatory development. OEJ is also interested in research to inform the adoption of innovative approaches to regulatory decision making.

OEJ also plans to develop technical guidance that integrates identified innovative approaches that can be used to analytically incorporate environmental justice into regulatory development. Following the development of technical guidance, OEJ will test the adopted innovative methods and approaches using case studies; the purpose of these case studies is to assess the effectiveness and implementation potential of the approaches adopted in the technical guidance.

Recently, OEJ hosted a technical Symposium as part of the effort to identify scientific issues with addressing environmental justice. Follow-up activities to this Symposium include the development of a report summarizing the Symposium and recommendations, as well as identification of innovative projects to address these

## Technical & Logistics Support for the Development of New Analytical Methods

Contract: EP-W-10-002, Work Assignment: 0-10

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recommendations. OEJ has started an EPA work group to manage the process of identifying these projects and vetting proposed actions and projects with both internal and external stakeholders.

### Quality Assurance (QA) Requirements

Check ☒ Yes or ☐ NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or collecting published data or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if Yes is checked above

This work assignment will not result in the generation of new data. However, the task asks for the Contractor to retrieve published data from government databases. A streamlined Quality Assurance Plan reflecting the following will be required: 1) how the contractor will assure the accuracy of the data retrieved for EPA; 2) EPA's access to the retrieved data; and 3) the process of compiling the data. This QAP will be due immediately before the Contractor performs this specific task.

### Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

### Task 1 - Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

- 1a. Workplan within 15 calendar days of receipt of work assignment.
- 1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.

### Task 2 - Research and Data Collection (Element 1- Planning and Management Support) [

The Contractor shall provide research support to:

- Identify and evaluate innovative applications of methodologies in science, policy, and economics for assessment of disparities in environmental health impacts/risks, and for informing the implementation of

- regulatory policy;
- Develop methods for conducting assessments of disparities;
- Explore and evaluate the utility of methods and approaches for summarizing and prioritizing health impacts from multiple risk factors (including environmental pollution) on a population or community in environmental decision making.
- Design case studies to test the innovative application of identified methods within the context of developing regulations and/or assessing disparities in health impacts.
- Conduct research to evaluate environmental or policy issues, including identifying possible causes and approaches for addressing them.

To aid the development of innovative applications of these methods, the Contractor shall:

- Conduct information and database searches; and literature surveys on topics specified in technical directives by the WA COR
- Conduct opportunity assessments/feasibility studies
- Identify, access and gather data such as census, bio-monitoring, land use, compliance data, etc
- Provide logistics support to OEH with managing internal EPA meetings, and meetings with external stakeholders. Meetings may include teleconference, in-person meetings, webinars, etc. Such support includes meeting facilitation, recording sessions, notes taking, development of meeting minutes and agenda, workshop or conference reports, and organizing such meetings.
- Provide support with internet based outreach, such as hosting a blog to receive comments from stakeholders on proposed innovative approaches to addressing environmental justice; managing jam sessions on a blog; consolidating comments from a blog; and developing reports.
- Provide support with developing publications related to implementation of identified innovations e.g. technical guidance, fact sheets, outreach pamphlets, etc

At the request of the WA COR, the Contractor shall:

- Prepare technical memoranda, including recommendations where appropriate that summarize literature searches, surveys, and opportunities to use methods in innovative ways, and that describe availability, access to and utility of databases.
- Develop research/technical/analytical papers to convey findings and results related to tasks of identifying, evaluating, and testing innovative applications of methods in the assessment of disparities and policy analysis.

## **Deliverables and schedule under Task 2**

2a. Technical memoranda, research/technical/analytical papers, recommendations within 12 weeks of receiving technical directives.

2b. Data tables in formats to be specified in technical directives within 2 weeks of receiving technical directives.

2c. Meeting agenda, workshop reports, notes and minutes to be delivered at a time point specified by the WA COR in technical directives.

2d. Web blog with web management services within 3 weeks of receiving technical directives.

2e. Reports on web blog activities including a summary of comments from the blogging session within 2 weeks of web blog session.

2f. Publications such as technical guidance, fact sheets, pamphlets, etc to be delivered at a time point to be specified in technical directives.

2g. Meetings and outreach activities to be delivered at a time point to specified in technical directives

### **Task 3 - Pilot Analysis (Element 2 – Testing Innovations)**

The Contractor shall provide analytical support to OEJ to develop up to 4 hypothetical pilot analyses case studies that apply the newly developed technical guidance. These hypothetical case studies will be based on regulatory frameworks relevant to the EPA, e.g. MAC1 or NAAQS regulatory framework, and determined in consultation with the WA COR.

At the request of the WA COR, the Contractor shall identify and facilitate 1-2 meetings with peers and/or stakeholders within the EPA and in the general public to review and discuss the pilot studies. The Contractor shall also create communication materials for providing information on the new innovation and pilot studies to both external and internal stakeholders, partners and the general public. The Contractor shall also develop transcripts, notes and summaries from these meetings, detailing the discussions during the meetings and also highlighting key issues raised and points made during such meetings. The Contractor shall consolidate and provide EPA with the comments from the review of the pilots.

#### **Deliverables and schedule under Task 3**

3a. Up to 4 hypothetical pilot/case studies within 16 weeks of receiving technical directives from WA COR.

3b. Organize, facilitate, and support 1-2 peer and stakeholder consultation meetings within 4 weeks of receiving technical directives from WA COR

3c. Electronic transcripts, meeting notes and summaries for meetings 2 weeks after each meeting

### **Task 4 - Deployment, Outreach and Support (Element – Encouraging Broad Application of Innovations)**

The Contractor shall provide OEJ with support to deploy the innovations recommended in the technical guidance document developed by OEJ through the design and development of educational training materials. This includes the design and development of course work to educate analysts, decision makers and rule writers on the innovative approaches developed by EPA in technical guidance.

The Contractor shall also provide outreach and communication support to convey the utility of the innovation and implications to stakeholders. This includes organizing, facilitating 1-2 peer and stakeholder consultation meetings, and also the development of fact sheets, short memoranda, web materials, etc.

#### **Deliverables and schedule under Task 4**

4a. Coursework within 8 weeks of receiving technical directives from WA COR.

## **Technical & Logistics Support for the Development of Technical Analytical Methods**

Contract: EP-W-10-002, Work Assignment: 0-10

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4b. Organize, facilitate, and support 1-2 peer and stakeholder consultation meetings within 4 weeks of receiving technical directives.

4c. Electronic transcripts, meeting notes and summaries for meetings 2 weeks after each meeting.

### **Summary of Deliverables and Dates:**

1a. Workplan within 15 calendar days of receipt of work assignment.

1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.

2a. Technical memoranda, research/technical/analytical papers, recommendations within 12 weeks of receiving technical directives.

2b. Data tables in formats to be specified in technical directives within 2 weeks of receiving technical directives.

2c. Meeting agenda, workshop reports, notes and minutes to be delivered at a time point specified by the WA COR in technical directives.

2d. Web blog with web management services within 3 weeks of receiving technical directives

2e. Reports on web blog activities including a summary of comments from the blogging session within 2 weeks of web blog session.

2f. Publications such as technical guidance, fact sheets, pamphlets, etc to be delivered at a time point to be specified in technical directives.

2g. Meetings and outreach activities according to be delivered at a time point to specified in technical directives.

3a. Up to 4 hypothetical pilot/case studies within 16 weeks of receiving technical directives from WA COR.

3b. Organize, facilitate, and support 1-2 peer and stakeholder consultation meetings within 4 weeks of receiving technical directives from WA COR.

3c. Electronic transcripts, meeting notes and summaries for meetings 2 weeks after each meeting

4a. Coursework within 8 weeks of receiving technical directives from WA COR.

4b. Organize, facilitate, and support 1-2 peer and stakeholder consultation meetings within 4 weeks of receiving technical directives.

4c. Electronic transcripts, meeting notes and summaries for meetings 2 weeks after each meeting.

Unit: **U.S. Environmental Protection Agency**  
Washington, DC 20460

Work Assignment Number

0-10

**Work Assignment**☐ Original ☒ Amendment Number 1Contract Number  
EP-W-10-002Contract Period  
Base ☒ Option Period NumberTitle of Work Assignment  
Technical & Logistics Support for the  
Development of EJ Analytical Methods.Contractor  
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose ☐ Work Assignment Initiation ☐ Work Assignment Close-Out  
☒ Work Assignment Amendment ☐ Incremental Funding  
☐ Work Plan ApprovalPeriods of Performance  
From 08/02/10 To 11/18/10

## Comments

The purpose of this action is to request a revised Work Plan from the Contractor based on the attached comments in reference to the Contractor's previously submitted Work Plan dated September 1, 2010.

☐ Superfund**Accounting and Appropriations Data**☒ Non Superfund

Line	DC (Max 4)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

**Authorized Work Assignment Ceiling**

Contract Period	Cost/Fee	LOE
Previously Approved	\$0.00	1,220
This Action	\$0.00	0
Total	\$0.00	1,220

**Work Plan / Cost Estimate Approvals**

Contractor WP Dated	Cost/Fee	LOE
Cumulative Approved	Cost/Fee \$0.00	LOE 1,220

Work Assignment Manager Name

ONYEMAECHI C. NWEKE

Branch/Mail Code 2201A

Phone Number 202-566-2314

Fax Number

(Signature)

(Date)

Project Officer Name

CATHERINE J. TURNER

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code

Phone Number

Fax Number

(Signature)

(Date)

Contracting Official Name

BRADLEY R. AUSTIN

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

(Signature)

(Date)

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date



# Technical & Logistics Support for the Development of EJ Analytical Methods.

Contract: EP-W-10-002, Work Assignment: 0-10, Amendment: 0001

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## Summary Information

Title: Technical & Logistics Support for the Development  
of EJ Analytical Methods.  
Period of Performance: From: 08/02/10  
To: 11/18/10  
Award Date: 08/02/10  
Total Funding:

## Attachments

*The following item(s) have been added:*

Attachment Name

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WORK PLAN COMMENTS

## WORK PLAN COMMENT

Contract: EP-W-10-002, Work Assignment: C-10, Amendment: 0001

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- The proposed workplans developed by the contractor for Tasks 1 through 4 are in agreement with the requirements of the task.
- The proposed QA plan is in agreement with EPA's expectation for this task order.
- Overall the proposed hours by IEC are in agreement with the total hours proposed in the IGCE. However, I propose a few amendments in the following specific areas:
  - 1) Reduce the overall LOE for Task 4 by approximately 30%. Based on recent deliberations on this task, we anticipate a reduction in the original amount of contract hours required to accomplish this task. In addition, the P3 hours should be increased by approximately 30% and the P4 hours reduced by 30%.
  - 2) Under Task 2, reduce the total number of trips to Washington DC to 1 and reduce the overall total number of hours by 25%. Also, redistribute the total LOE and increase LOEs for P3 and P4 each by approximately 60%. The proposed tasks for Task 2 will require a higher LOE commitment at these higher P levels rather than the P1 and P2 levels.
  - 3) Under Task 3, increase the total LOE by approximately 35%. Redistribute the proposed allocation of LOE across the P levels by increasing the P4 LOE by approximately 100% and the P3 LOE by approximately 150%. EPA anticipates that proposed tasks under Task 3 will require technical expertise mostly at the P3 and P4 levels and less so at the P1 and P2 levels.